



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON - HESSEN**  
**UNIT 20193, BOX 0001**  
**APO AE 09165-0001**

REPLY TO THE  
ATTENTION OF

IMEU-HAN-ZA

SEP 15 2005

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Army Community Service (ACS) Standard Operating Procedure (SOP) – Family Care Plan Support Program**

**1. REFERENCES.**

- a. AR 600-20, Army Command Policy, 13 May 2002
- b. AR 608-1, Army Community Service Center, 22 December 2004
- c. AR 608-10, Child Development Services, 15 July 1997

**2. PURPOSE.** To provide guidance for the implementation and management of the USAG Hessen Family Care Plan (FCP) Support Program.

**3. APPLICABILITY.** This SOP pertains to all ACS Centers within the USAG Hessen footprint. Tailored Garrison Commanders are charged with ensuring Tailored Garrison ACS staff are implementing this SOP.

**4. MISSION.** The mission of the ACS Family Care Plan Support Program is to assist commanders in maintaining readiness of Soldiers and families by providing Soldiers and families with the information they need to make informed Family Care Plan decisions.

**5. OBJECTIVE.** The objective of the Family Care Plan Support Program is to ensure Soldiers have viable Family Care Plans in place and reduce the number of Soldiers returning early from deployment or training due to FCP issues by providing them with information on how to develop and implement a successful FCP.

**6. DISCUSSION.**

a. Soldiers must arrange for the care of their family members so as to be available for duty when and where the needs of the Army dictate and able to perform assigned military duties without interference of family responsibilities. Soldiers who fail to provide and maintain adequate Family Care Plans can be involuntarily separated from the Army.

b. AR 600-20 states that Soldiers are responsible for developing and implementing the Family Care Plan, thus ensuring the care of their family members. Commanders are responsible

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for conducting or arranging for Family Care Plan counseling and for ensuring Soldiers, required by AR 600-20, develop a Family Care Plan.

c. AR 608-10 states that Child Development Services (CDS) patrons who have mission requirements, mobilization, deployment, contingency or TDY responsibilities after normal duty must make their own arrangements for child care. CDS is responsible for maintaining a copy of a Soldier's FCP if the parent or dual military couple uses CDS for regularly scheduled care options. However, CDS does not have a regulatory requirement for training Soldiers or families on FCP development.

d. AR 608-1, paragraph 4-3d, states, "Predeployment or mobilization and SSOs assistance will include...assistance to single parents, dual military couples and dual emergency-essential civilian couples in developing family care plans for deployment."

e. The ACS mission is to "assist commanders in maintaining readiness of individuals, families, and communities within America's Army by developing, coordinating and delivering services which promote self-reliance, resiliency and stability during war and peace." Family Care Plan training is an effective tool to support this mission.

7. RESPONSIBILITIES. The Army Community Service Officer shall ensure that an effective ACS Family Care Plan training program is established and conducted for Soldiers and families living within the geographical area of the USAG Hessen footprint.

8. PROCEDURES. The Mobilization and Deployment Program Manager will:

a. Develop, or coordinate development, of a comprehensive FCP training program that includes the following topics as a minimum:

- (1) AR 600-20 Family Care Plan requirements;
- (2) Reasons why all parents need a Family Care Plan;
- (3) Factors to consider when selecting a guardian;
- (4) Common problems to avoid in FCP development and implementation;
- (5) Guidance on helping parents and children prepare for the separation;

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(6) Guidance on how to keep a close relationship with children and the guardian during the deployment, and;

(7) Financial aspects of a Family Care Plan.

b. Ensure ACS Unit Service Coordinators (USC) aggressively market the training program to the unit commander, Rear Detachment Commander, FRG Leaders, Family Readiness Liaisons and Family Readiness Support Assistants. The FCP marketing plan should also include Herald Union articles, AFN radio and TV spots, flyers, Community Information Briefings and an announcement at all unit briefings.

c. Coordinate a group of qualified ACS instructors to provide the FCP training.

d. Ensure that sign in sheets and evaluation forms are completed for each training session.

e. Enter FCP training statistics into the on-line Client Tracking System as a Mobilization and Deployment program.

f. Obtain the number of Soldiers in each unit required to have a Family Care Plan.

g. Provide the required monthly statistics to the Tailored Garrison ACSO no later than the first business day following the end of the month.

9. REPORTING. The Tailored Garrison ACSO will send a monthly report on FCP training to the USAG Hessen ACS Community Readiness Program Manager no later than the second business day following the end of the month. The report will include the data required by the USAG Hessen OPORD for ACS Command and Staff VTC slides.

10. EVALUATION. The USAG Hessen ACS Officer will report FCP statistics, by installation, at the monthly USAG Hessen Command and Staff VTC meeting.

11. The POC for this SOP is the USAG Hessen Army Community Service Officer at DSN 322-8828.

FOR THE COMMANDER:

  
ROBERT KANDLER  
Deputy to the Commander

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